



RURAL MUNICIPALITY OF ROSTHERN NO. 403
Instructions to Bidders RM 403
2024 Gravel Haul Program

1. Time & Place

- 1.1 Tender forms will be submitted to the Rural Municipality of Rosthern No. 403 by May 6th 2024 at 4:00 p.m. local time. Submission of the supplied tender form may be submitted as follows:
 - a. Mail to the Rural Municipality of Rosthern No. 403, Box 126, Rosthern, Saskatchewan S0K 3R0. Must be in a sealed envelope marked "2024 Gravel Haul". (Please allow 5 - 10 business days for postal delivery.) If it is not received by 4:00 p.m. on May 6th 2024, it is deemed late and will not be opened. It is the responsibility of the submitter to be sure the RM has received the tender on time.
 - b. Delivered to the office located at 1001 6th Street Rosthern, Saskatchewan during office hours as noted on the website as hours may change
Note: Closing date for the tender May 6th 2024 the time of close for tender is 4:00 p.m.
- 1.2 Tenders will be opened May 6th 2024 after the closing time at the RM office and will be awarded at the Regular Meeting of Council on May 7th 2024 this meeting will be made available to the public in person or via Zoom (invitation to be requested).

2. Tender Acceptance

- 2.1 The Municipality reserves the right to refuse to accept any or all tenders, and the lowest tender will not necessarily be accepted.
- 2.2 Without limiting the generality of the foregoing, any tender may be rejected which is incomplete, obscure, or irregular.
- 2.3 The Municipality reserves the right to award or refuse tenders based on past working history with a contractor.
- 2.4 The Municipality reserves the right to cancel the acceptance of any tender at any time.

3. Late Tenders

- 3.1 Tenders received after the time and date specified in Clause one (1) of the Instruction to Bidders shall not be open and deemed disqualified.

4. Validity of Tenders

- 4.1 A bidder may, without prejudice to themselves, withdraw their ~~tender~~ at any time up to within two (2) hours of the time specified in Clause one (1) of the Instruction to Bidders.

5. Tender Limitations

- 5.1 Oral, Emailed, Faxed and Telephone tenders will not be considered.
- 5.2 Oral, Emailed, Faxed and Telephone modifications to submitted tenders will not be considered. Modifications will only be accepted in writing by the means noted in Clause one (1) of the Instruction to Bidders prior to the tender deadline.
- 5.3 It is the responsibility of the bidder to inspect the project area and complete the tender documents in the required form.

6. Tender Submissions

- 6.1 All tenders shall be submitted on the bid form and include ONLY the following information:
 - a) Price per yard mile **(all costs, charges and taxes included)**.
 - b) If a minimum mile charges the amount per mile **(all costs, charges and taxes**

included).

- c) Price per yard loading **(all costs, charges and taxes included).**
- d) Listing of all equipment to be used.
- e) Work Commencement/ Completion date
- f) Proof of liability insurance of no less than \$2,000,000.00 and a letter of good standing from Saskatchewan Worker's Compensation Board must accompany each submission.

7. Project Specification

- 7.1 The Municipality is seeking pricing as noted in Clause six (6) of the Instruction to Bidders, to be submitted on the prescribed bidder form.
- 7.2 Hauling to be within the Rural Municipality of Rosthern No. 403.
- 7.3 Approx. 15,000 – 25,000 to be hauled and placed.
- 7.4 Hauling shall be completed by June 15th 2024.

8. Tender Omissions

- 8.1 Council reserves the right to consider tenders with minor omissions provided that the bidder, if successful in the tender awarding, can rectify the omission within five (5) days of the tender being awarded.
- 8.2 Tenders not submitted on the prescribed bid form will be rejected.

9. Completion Date

- 9.1 Hauling must be completed by June 15th 2024 Known as the "Completion Date".

10. Performance Bond

- 10.1 Performance Bond in the amount of \$10,000 is required within 14 days of awarding the tender. Full amount will be returned if the project is completed by the "Completion Date". As set out in Section 9 of this document.
- 10.2 Should the haul not be completed by the "Completion Date" the bond will be forfeited to the RM.

11. Payment

- 11.1 Payment will be made monthly as submitted a week before any Regular Scheduled Council Meeting.
- 11.2 It is the responsibility of the hauler to be sure the R.M. has received the invoice to be added to the Accounts Payable at the time requested above.